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ABSTRACT

This plan is designed to serve during 1976-77 and 1977-78 as a general guide and framework for the administration of the cooperative education program of the Los Angeles Community College District. The plan sets forth the objectives of the program and the general requirements and responsibilities of the parties to the plan, including the college, the student, the employer, cooperating agencies, and coordinators and supervisors. Two types of work experience education are defined: (1) general work experience which need not be related to the occupational goal or college program of the student; (2) occupational work experience in an occupation related to the student's college study program. Also described in the plan are the formula for granting college credit for work experience, and necessary qualifications for students who wish to enter the program. The appendix includes sample forms used to gather, record, and report data and information on the students and the program. (Author/NHM)

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

DISTRICT PLAN FOR COOPERATIVE EDUCATION

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June, 1976

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INTRODUCTION

The Los Angeles Community College District Plan for Cooperative Education was prepared in accordance with the provisions of the California Education Code, the California Administrative Code, Title IV of the Higher Education Act and of Title 5 regulations adopted by the Board of Governors, April 18, 1974 and the California Plan for Vocational Education.

The Plan was approved by the Los Angeles Community College District Board of Trustees. The Plan is a revised edition of the district's Plan developed and approved for the years of 1974-76.

The Plan sets forth the general requirements and responsibilities of the parties to the Plan, the type of work experience programs available, the formula for granting college credit for work experience, and student qualifications for entering the program.

The Appendix includes the sample forms used to gather, record and report data and information on the students and the program.

The Plan is designed to serve during 1976-77 and 1977-78 as a general guide and framework for the administration of the program.

It is hoped that this Los Angeles Community College District Plan for Cooperative Education will serve as a basis for the refinement of future plans to follow.

June, 1976

William D. Allen
Career and Occupational Education

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

City College . East Los Angeles College . Harbor College.
Mission College . Pierce College . Southwest College.
Trade-Technical College . Valley College . West Los Angeles.

The Los Angeles Community College District Plan for Cooperative Education (Work Experience) was prepared in accordance with the provisions of Title IV of the Higher Education Act and of TITLE 5, the California Administrative Code, Chapter 3 (Work Experience Education), Sections 55250 through 55257. Education Code Sections 193 and 197 and Sections 5985 through 5992 and Section 11484.

I. OBJECTIVES OF THE COOPERATIVE EDUCATION PLAN

1. To provide opportunity for the student to secure employment on a part-time or full-time basis.

2. To gain work experience that is meaningfully related to the student's college study program.

3. To provide the student opportunity to acquire knowledge, skills and attitudes essential for successful employment.

II. DISTRICT APPROVAL OF PLAN (Sections 55250 and 55251, TITLE 5)

Meeting in regular session, the Board of Trustees of the Los Angeles Community College District adopted this District Plan for Cooperative Education, for submission to, and approval by the Chancellor of the California Community Colleges. The district hereby agrees to operate its work experience program in accordance with the applicable provisions of the California State Plan for Vocational Education.

III. GENERAL REQUIREMENTS OF THE PLAN

A. College Responsibilities (Sections 55251 through 55257. TITLE 5)

The colleges in the district which operate cooperative education programs under this plan shall:

1. Provide adequate and continuous guidance services to students by means of individual counseling, group counseling and in-person consultations throughout the period of their enrollment in the work experience program. Supplementary guidance services will be provided by the instructor-coordinator and the work experience coordinator or both on an individual and/or group basis.

III. A. College Responsibilities (Continued)

2. Assign necessary certificated personnel, qualified to direct the program in accordance with state and local district requirements. Provide for reassigned time or extra assignment for instructor-coordinators and/or full-time cooperative education coordinators. Nation-wide studies suggest that 75-125 students is an optimum work load for full-time coordinators. Instructor-Coordinators should be given time on a proportional basis to the number of work experience students supervised.

3. Assign clerical help to coordinators commensurate with the need for maintaining records and services appropriate to the needs and requirements of the program on each campus.

4. Select and approve work stations that will assure the student a varied type of work experience that is educational in nature, and will upgrade the student's skill competencies toward his career goal on a progressive semester to semester basis.

5. In cooperation with the employer, and the student provide for compliance with federal, state, and local laws and regulations which govern student employment, and the best interests of the student.

6. At least once every census period, consult with the employer regarding the student's work performance and experience. Visit the student's employer, evaluate his progress, and award credit appropriate to the work the student successfully completes in accordance with the credit provisions of this agreement. Provide guidance and assistance to the student and employer as needed.

7. Obtain written training agreements which assure that cooperating employers understand the purpose and intent of the work experience program, and will provide meaningful work experience that will fulfill the student's needs.

8. The colleges will provide for appropriate in-service training for all personnel having assigned responsibilities for the success of the cooperative education program. Such training will be provided on an individual, group, and/or conference basis.

9. Maintain written records on each student in the work experience program and other pertinent data required by the district or state. These records will include:

   a) The name and location of the employer and the job held by the student.

   b) Employer's report of student attendance, work performance, and hours worked.

III. A. College Responsibilities (Continued)

c) Work permits issued, if applicable.

d) The coordinator's employer/student visitation and evaluation report of the student's on-the-job work experience.

e) Grades and credits granted for work experience and college related work.

f) Cumulative records of attendance to verify student contact hours used for computing average daily attendance. These records must be retained for at least five years.

B. Student Responsibilities (Section 55254, Title 5)

The student agrees to:

1. Attend scheduled classes and make progress in both his related classes and work experience which are acceptable to the cooperative education coordinator.

2. Keep the cooperative education coordinator informed of any problems or changes which affect his college study and/or job training program.

3. Learn and abide by the rules that govern the cooperative education program and the employer's requirements for continuous employment.

C. Employer Responsibilities (Sections 55252, 55253, 55254, 55257, TITLE 5)

The employer agrees to the following provisions of the training agreement, and is responsible for:

1. Understanding and accepting the objectives of the work experience program.

2. Working on a cooperative basis with the college coordinator in coupling work experience with the student's college study program.

3. Providing work stations, equipment, and materials which will give the student meaningful learning experiences related to his occupational objective.

4. Reasonable and continuous employment during the period of the student's work experience assignment.

5. Providing working conditions which do not endanger the health, safety, welfare or morals of the students.

6. Paying prevailing wages commensurate with work performed, except for non-paid services in coordinator-approved nonprofit organizations.

III. C. Employer Responsibilities (continued)

7. Provide workmen's compensation insurance in accordance with standards applicable to other workers in the employer's service. Non-paid student/employees shall be provided comparable liability insurance by the employer or the District.

8. Maintaining accurate records on the student's work hours and on his work performance.

9. Providing supervision and instruction which will assure the student a meaningful learning experience.

10. Evaluating student progress and making reports by agreement with the college.

D. Cooperating Agencies (Section 55251, TITLE 5)

The colleges in the district will, upon the initiation and maintenance of cooperative education programs, seek the cooperation and help of the following agencies and groups and others that may assist the colleges with the placement and training of students in the programs.

1. California Community Colleges
2. State Employment Development Department
3. State Division of Apprenticeship Standards
4. Federal Bureau of Apprenticeship and Training, U.S. Dept. of Labor
5. Employer associations and individual employers
6. Labor organizations
7. Apprenticeship committee
8. Advisory committees
9. Mayor's Manpower Office.

As the college cooperative education programs develop and mature, it is anticipated that other agencies and groups in the college community will be involved.

E. Coordination and Supervision (Sections 55250 through 55257, TITLE 5)

District coordination of the 9 colleges will be through the office of Career and Occupational Education. The local supervision of the Cooperative Education Program on each college campus in the district will be under a dean to be determined according to the administrative structure of a particular college. In all cases, there will be assigned qualified coordinators and/or instructor-coordinators who will do the following:

1. Cooperate and maintain liaison with department chairmen, instructors, counselors and placement officers when selecting and scheduling students into a cooperative program of college study and work experience.

2. Contact employers and promote cooperative arrangements for employment of students according to the plan for work experience. Coordinate job placement and promotion with the college job placement office and cooperating agencies and groups.

III. E. Coordination and Supervision (continued)

3. Arrange a schedule with the employer for consultation with regard to the student's performance no less than once during each semester. Serve as a communicator between the student and employer as needed. A written record of these consultations should be maintained.

4. Provide follow-up supervision to assure that the employer will provide meaningful learning experiences that contribute to the student's occupational goal.

5. Consult with and assist students with adjustment of any problems associated with their jobs or college study program.

6. Provide for written agreements with employers that will assure mutual understanding of program goals, requirements, and responsibilities of all parties to the agreement.

7. Assure that the employer, college, and student comply with all laws, rules and regulations that govern student employment and work experience programs.

8. Provide leadership for effecting changes in the school and employer programs that will assure the student of an effective program of coordinated learning between school and work.

9. In the case of legally indentured apprentices, the coordinator may cooperate with Joint Apprenticeship Committees on the development of a plan designed to avoid the duplication of supervising the apprentices work experience program.

10. Conduct coordinating classes designed to meet the needs of students at the entry level of employment or persons in the process of upgrading their skills.

IV. TYPES OF WORK EXPERIENCE EDUCATION (Sections 55252, 55253, TITLE 5)

A. General work experience education is planned to provide supervised part-time or full-time employment for students desiring to acquire work experience, work habits, and attitudes necessary for successful employment. The work experience need not be related to the occupational goal or college program of the student.

B. Occupational work experience is planned to extend supervised occupational learning opportunities to the student through part-time, or full time employment in an occupation related to the student's college study program.

1. Included as a part of the occupational work experience program are state registered apprentices training under the authority of the State of California Apprentice Labor Standards Act of 1939.

IV. TYPES OF WORK EXPERIENCE EDUCATION (continued)

2. In addition to the plan wherein the student alternates between part-time work and study on a daily basis, the college may offer study programs which alternate with a full-time work experience program on an alternating semester or quarter basis.

V. COLLEGE CREDIT (Section 55253 TITLE 5)

For the satisfactory completion of work experience education, the district shall grant credit to a student in an amount not to exceed a total of 16 semester credit hours during the student's enrollment in any community college subject to the following limitations:

A. General Work Experience

One unit of credit is allowed for each seventy-five hours of work experience in a given semester (fall, spring, or summer). No more than three semester credit hours with a maximum total of six semester credit hours will be allowed during the student's enrollment in any of the district's community colleges.

B. Occupational Work Experience

One unit of credit is allowed for each seventy-five hours of work experience in a given semester (fall, spring, or summer). No more than four semester credit hours with a maximum total of 16 semester credit hours will be allowed during the student's enrollment in any of the district's community colleges.

1. Alternate Plan

This type of cooperative work experience education is designed to offer students opportunities to attend college full-time one semester and work full-time the following semester. Under this plan, on-the-job experience must be related directly to student's educational goals. Up to eight units per semester of cooperative work experience education may be earned via this mode with an overall maximum of 16 units. Students cannot transfer from the alternate plan to another plan or vice versa, without having completed 12 units in between plans.

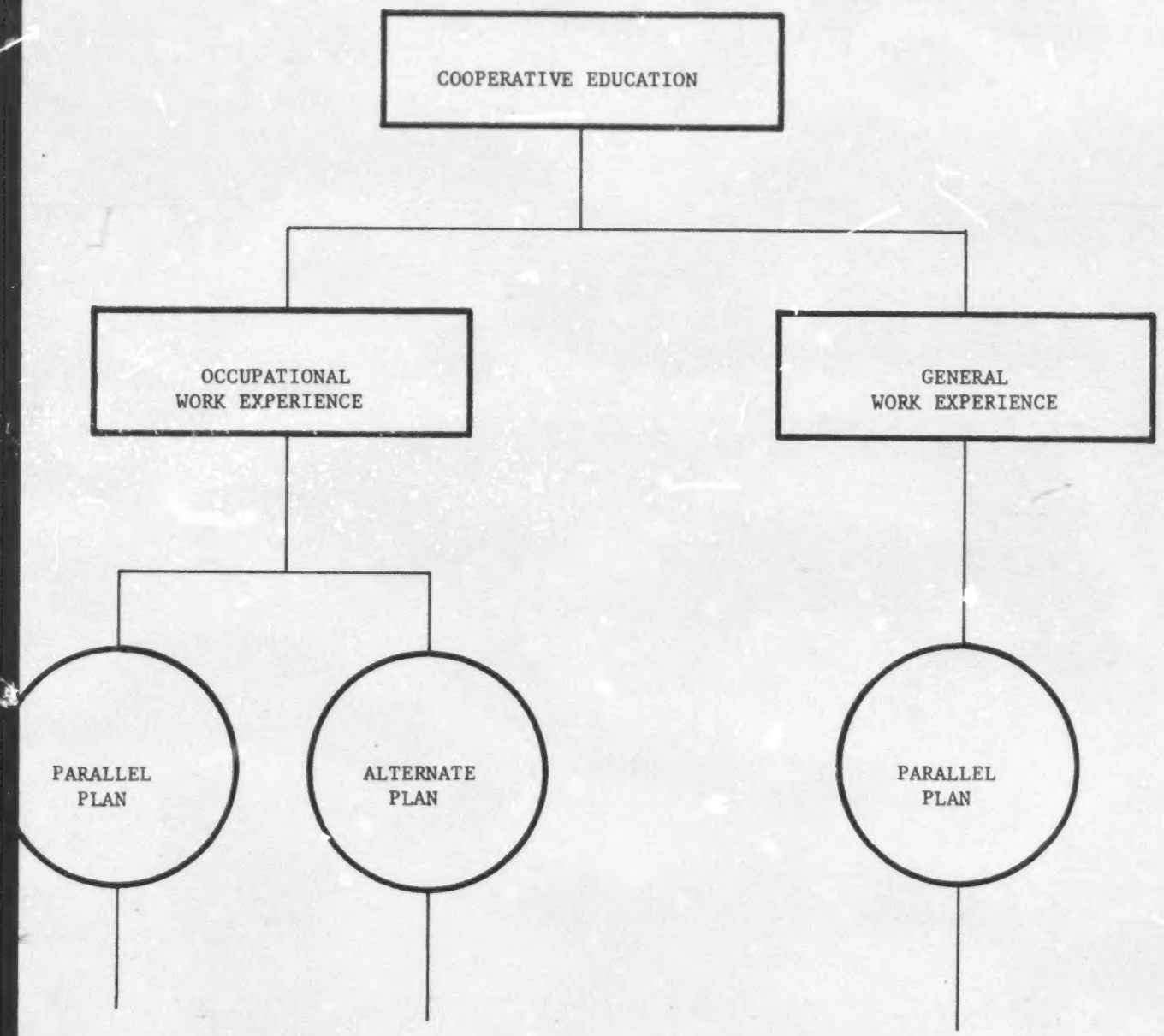
2. Parallel Plan

This type of general or occupational cooperative work experience is designed to offer students the opportunity to work and attend college concurrently.

3. Summer Session

An alternate semester plan or parallel plan may be used for summer session programs.

Students shall not be enrolled concurrently in more than one work experience program.


COOPERATIVE EDUCATION
OCCUPATIONAL WORK EXPERIENCE
GENERAL WORK EXPERIENCE
PARALLEL PLAN
ALTERNATE PLAN
PARALLEL PLAN
1-4 UNITS PER SEMESTER TOTAL 16 UNITS
1-8 UNITS PER SEMESTER TRANSFER BETWEEN ALTERNATE AND PARALLEL PLANS REQUIRES COMPLETION OF 12 UNITS BETWEEN PLANS
1-3 UNITS PER SEMESTER TOTAL 6 UNITS

VI. STUDENT QUALIFICATIONS (Section 55254, TITLE 5)

In order to qualify for participation in the cooperative education program a student shall:

A. Qualify as a full-time student by meeting one of the following criteria:

1. Be a legally indentured apprentice regardless of the number of subjects in which he is enrolled.

2. Be enrolled in no fewer than 8 units including work experience education during the regular semester.

3. In summer session, a student must be enrolled in a minimum of 2 units in addition to Cooperative Education units.

4. A student in the alternate semester plan must have previously completed 12 units.

B. Have the approval of the cooperative education coordinator of the college.

C. Have an occupational or educational goal which will contribute to the work experience education.

D. Pursue a planned program of work experience education which includes new or expanded responsibilities or learning opportunities beyond those experienced during any previous employment.

APPENDIX A

193. RULES AND REGULATIONS

The board shall have the power to adopt such rules and regulations, not inconsistent with law, as are necessary for its own government and to enable the board to carry out all powers and responsibilities vested in it by law.

197. POWERS & JURISDICTION SUCCESSION TO

The Board of Governors of the California Community Colleges shall succeed to the duties, powers, purposes, responsibilities, and jurisdiction heretofore vested in the State Board of Education, Superintendent of Public Instruction, the Department of Education, and the Director of Education with respect to the management, administration, and control of the community colleges. Whenever in any law relating to the management, administration and control of the community colleges reference is made to the State Board of Education, Superintendent of Public Instruction, the Department of Education, or the Director of Education, such reference shall be deemed to mean the Board of Governors of the California Community Colleges.

5985. AUTHORITY TO ESTABLISH; INSURANCE

The governing board of any district maintaining a high school or community college may:

a) Provide for the instruction of pupils in the skills, attitudes, and understandings necessary to success in employment by means of courses of work experience education as provided in this article.
b) Provide for guidance and supervision procedures designed to insure maximum educational benefit to students from placement in suitable work experience education courses.
c) Provide for arranging, approving, coordinating, and awarding credit for work experience education courses, and for those purposes employ instructors, coordinators, and other necessary personnel.
d) Provide for the district to purchase liability insurance for students enrolled in programs of study involving work experience or vocational education at locations off school grounds approved by the governing board, or require students to purchase insurance and to pass on all or a portion of the costs, at the discretion of the governing board, to the district.

5989.5 FUNDS FOR WORK EXPERIENCE PROGRAMS FOR MENTALLY RETARDED PUPILS

The governing board of any school district which establishes and supervises a work experience education program in which mentally retarded pupils are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of pupils so employed.

5989.5 (continued)

The Legislature hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide maximum educational benefit to students, particularly mentally retarded pupils, and that such program is deemed to serve a public purpose.

5991. WORK EXPERIENCE EDUCATION IN CONTIGUOUS AREAS

The governing board of any school district which maintains one or more high schools or community colleges may provide for the establishment and supervision of work experience education programs in contiguous areas outside the district.

5991.5 EMPLOYMENT OF PUPILS IN PART-TIME JOBS LOCATED OUTSIDE DISTRICT

The governing board of any school district providing work experience and work study education may provide for employment under such program of pupils in part-time jobs located in areas outside the district and such employment may be by any public or private employer. Such districts may pay wages to persons receiving such training whether assigned within or without the district, except that no payments may be to or for private employers, and may provide workmen's compensation insurance as may be necessary.

5992. SCHOOL DISTRICT AS EMPLOYER

Notwithstanding any provisions of this code or the Labor Code to the contrary, the school district under whose supervision work-experience education, or occupational training classes held in the community, are provided shall be considered the employer under Division 4 (commencing with Section 3201) of the Labor Code of persons receiving such training unless such persons during such training are being paid a cash wage or salary by a private employer, or unless the person or firm under who such persons are receiving work-experience or occupational training elects to provide work-men's compensation insurance.

5992.5 (INAPPLICABILITY OF LABOR CODE PROVISIONS REGARDING EMPLOYMENT OF MINORS UNDER AGE 16)

Sections 1292, 1293, and 1294 of the Labor Code shall not apply to work experience education programs established pursuant to this article; provided that the work experience coordinator determines that the students have been sufficiently trained in the employment or work otherwise prohibited, if parental approval is obtained, and the principal or the counselor of the student has determined that the progress of the student toward graduation will not be impaired.

5985. AUTHORITY TO ESTABLISH

The governing board of any district maintaining a high school or junior college may:
a) Provide for the instruction of pupils in the skills,

5985. (Continued)

attitudes, and understandings necessary to success in employment by means of courses of work experience education as provided in this article.

b) Provide for guidance and supervision procedures designed to insure maximum educational benefit to students from placement in suitable work experience education courses.

c) Provide for arranging, approving, coordinating and awarding credit for work experience education courses, and for those purposes employ instructors, coordinators, and other necessary personnel.

5986. ESTABLISHMENT OF STANDARDS BY STATE BOARD

The State Board of Education shall establish standards for work experience education, including but not limited to, the following:

a) Selection and approval of work stations.
b) Supervision of pupils.
c) Credit allowable for work experiences.
d) Guidance procedures related to work experience education.

5987. IMPLEMENTATION OF STANDARDS FOR WORK EXPERIENCE EDUCATION

The Department of Education shall adopt such rules and regulations as are necessary to implement the standards set by the State Board of Education, so as to maintain the educational purpose and character of work experience education.

5988. LAWS OR RULES APPLICABLE TO STUDENTS IN WORK EXPERIENCE

All laws or rules applicable to minors in employment relationships are applicable to students enrolled in work experience education courses.

5989. "WORK EXPERIENCE EDUCATION" defined

Work experience education as authorized by this article includes the employment of pupils in part-time jobs selected or approved as having educational value for the students employed therein and coordinated by school employees.

5990. WORK EXPERIENCE EDUCATION INVOLVING APPRENTICEABLE OCCUPATIONS

Work experience education involving apprenticeable occupations shall be consistent with the purposes of Chapter 4 (commencing with Section 3070), Division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

5991. WORK EXPERIENCE EDUCATION IN CONTIGUOUS AREAS

The governing board of any school district which maintains one or more high schools or junior colleges may provide for the establishment and supervision of work experience education programs in contiguous areas outside the district.

5992. SCHOOL DISTRICT AS EMPLOYER

Notwithstanding any provisions of this code or the Labor Code to the contrary, the school district under whose supervision work experience education is provided shall be considered the employer under Division 4 (commencing with Section 3201) of the Labor Code of persons receiving such training unless such persons during such training are being paid a cash wage or salary by a private employer, or unless the person or firm under who such persons are receiving work experience elects to provide workmen's compensation insurance.

BOARD OF GOVERNORS OF THE
CALIFORNIA COMMUNITY COLLEGES

Regulations on Work Experience

Be it resolved by the Board of Governors of the California Community Colleges, acting under the authority of Sections 193, 197, 5986, 5987 and 11484 of the Education Code, and implementing, interpreting, and making specific Article 5.5 (commencing with Section 5985, Chapter 6, Division 6 of the Education Code), and pursuant to the Administrative Procedures Act, regulations on Work Experience in Title 5 of the California Administrative Code are added, amended, or repealed as follows:

First--Chapter 3 (commencing with Section 55250) of Division 6 Part VI of Title 5 is amended to read:

Chapter 3. Cooperative Work Experience Education

55250. Approved Plan Required. Any program of cooperative work experience education conducted by the governing board of a Community College district pursuant to Education Code Sections 5985 through 5992 and 11484 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of cooperative work experience education whereby students, while still enrolled in school, will gain realistic employment experience through work. This plan shall be submitted to and approved by the Chancellor of the California Community Colleges.

55251. Requirements of Plan. Among other things, the plan submitted every two years shall contain the following provisions:

(a) A statement that the district has officially adopted the plan, subject to approval by the Chancellor of the California Community Colleges.

(b) A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program.

(c) A specific description for each type of cooperative work experience education program, including summer sessions.

(d) A description of how the district will:

(1) Provide appropriate and continuous guidance service for students throughout their enrollment in cooperative work experience education.

(2) Assign a sufficient number of qualified, certificated personnel to direct the program and to assure district services required in Section 55255.

(3) Assure that work done by students is of a useful, educational nature.

(4) Evaluate, with the advice of employers, work done by students and award credit for successful accomplishment.

(5) Provide necessary clerical and instructional services.

55252. Types of Cooperative Work Experience Education. Cooperative work experience education is a district-initiated and district-controlled program of education consisting of the following types:

(a) General Work Experience Education is supervised employment of students with the intent of assisting them to acquire desirable work habits, attitudes and career awareness in jobs. Jobs held by students need not be related to their occupational goals or college programs.

(b) Occupational Work Experience Education-- the extension of occupational learning opportunities and career awareness for students through employment in occupational fields for which their college programs or majors are designed.

55253. College Credit. For the satisfactory completion of cooperative work experience education, the district shall grant credit to students not to exceed a total of 16 semester credit hours or 24 quarter credit hours, during students' enrollment in any Community College, subject to the following limitations:

(1) General Work Experience Education: No more than three semester credit hours with a maximum total of six semester credit hours or no more than five quarter credit hours with a maximum total of nine quarter credit hours, during the student's enrollment in any Community College.

(2) Occupational Work Experience Education: No more than four semester credit hours with a maximum total of 16 semester credit hours, or no more than six quarter credit hours and with a maximum total of 24 quarter credit hours during the student's enrollment in any Community College.

(3) Alternate Plan: Alternate Plan type of cooperative work experience education is designed to offer students opportunities to attend college full-time one semester or quarter and work full-time the following semester or quarter. Under this plan, on-the-job experience must be related directly to students' educational goals. Up to eight units of cooperative

work experience education may be earned by a student and students may not be enrolled in more than one other course. Students may not transfer from the alternate plan to another plan or vice versa without having completed 12 units in between plans.

(4) Parrallel Plan. Parallel Plan type of general or occupational cooperative work experience is designed to offer students the opportunity to attend college and work each semester or quarter in which students are in college.

55254. Student Qualifications. In order to participate in cooperative work experience education students shall: meet either a, b, or c in addition to the requirements in d, e, and f.

(a) Be legally indentured or certified apprentices who are enrolled in related or supplementary courses required of the apprentice programs. Community College districts may grant units of credit to them for cooperative work experience which are not inconsistent with provisions of this Chapter; or

(b) Be enrolled in the parallel plan completing no less than eight units including cooperative work experience education. Students enrolled in summer session will complete at least one course in addition to cooperative work experience; or

(c) Be enrolled in the alternate semester (or quarter) plan, and have previously completed 12 units. The summer session may be considered as part of the alternate plan; and all of the following:

(d) Pursue a planned program of cooperative work experience education which, in the opinion of the coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.

(e) Have on-the-job experience that contribute to their occupational or educational goals.

(f) Have the approval of the cooperative work experience education coordinator.

55255. District Services. In addition to meeting requirements of Sections 55250 and 55251, the district shall provide sufficient services for initiating and maintaining work stations; coordinating the program; and supervising students. The supervision of students shall be outlined in a training agreement coordinated by the school district under a state-approved plan. The employer and certificated Community College coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

(a) Coordinator visitation for consultation in person with employers. This requirement may be waived under emergency conditions by the Chancellor of the California Community Colleges.

(b) Written evaluation of students' progress on the job.

(c) Consultation with students in person.

The district shall provide the above services at least once each quarter or semester for each student enrolled in the cooperative work experience program. In the case of legally indentured apprentices, the requirement of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. Legally indentured apprentices who are supervised by a state or federal approved Joint Apprenticeship Committee or sponsor which meets regularly to review progress of apprentices both on the job and at college are exempt from the requirements of this section.

55256. Records. The district shall maintain records which shall include:

(a) A record of the type of cooperative work experience in which each student is enrolled, where employed, and the type of job held.

(b) A record of work permit issued if applicable.

(c) The employer's report of student hours worked and performance on the job.

(d) Documentation by certificated staff of consultations with the student.

(e) Documentation by certificated staff of consultations with employers.

(f) Written evaluation by certificated staff of each student, including grades.

In addition, for the purposes of computing average daily attendance of Community College students in cooperative work experience education programs, records of attendance shall be maintained by the district showing that no more than one student contact hour was counted for each unit of work experience credit in which a student was enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and cooperative work experience. The maximum contact hours counted for a student shall not exceed the maximum number of cooperative work experience units for which the student may be granted credit as described in Section 55253.

55257. Selections of Work Stations. In selecting or approving a work station for students, the coordinator shall observe the following criteria:

(a) Employers are in agreement with the educational objective of providing cooperative work experience for students.

(b) Employers know of the intent and purpose of cooperative work experience education.

(c) Work stations offer a reasonable probability of continuous employment for students during the cooperative work experience period for which they are enrolled.

(d) Employers have adequate equipment, materials, and other facilities to provide an appropriate learning opportunity.

(e) Overall desirable working conditions prevail which will not endanger health, safety, welfare, or morals of students.

(f) Employers will provide adequate supervision to insure a planned program of students' work in order that students may receive maximum educational benefit.

(g) Employers, as required by law, will comply with all appropriate federal and state employment regulations.

Second-- The regulations mandate no new or additional cost to local government within the meaning of revenue and taxation Code Section 2164.3.

Certified Adopted: April 18, 1974

APPENDIX B

Los Angeles Community Colleges

COOPERATIVE EDUCATION AGREEMENT

Date _____ Semester _____ Year _____

EMPLOYER _____ STUDENT'S NAME _____

STATEMENT OF JOB-ORIENTED LEARNING OBJECTIVES

Each semester that a student is enrolled in the Cooperative Education Program it is necessary that new learning experiences be identified on his/her job. The achievement of these stated objectives will determine the credit and grades which will be granted for work experience.

These objectives must be specific, measurable, and achievable during the semester. They will be reviewed at the end of the semester by the college coordinator who will determine the level of achievement.

1. _____

_____

_____

2. _____

_____

_____

3. _____

_____

_____

_____

The above learning objectives are reasonable and obtainable during this semester.

_____
Employer-Company Representative

The three participants in this Cooperative venture are the student, the employer, and the college. The college coordinator has the sole responsibility for evaluating each student with advice and counsel of the employer, and the college will award academic credit.

The student agrees to abide by the Cooperative Education guidelines.

_____ _____
Student's Signature College Representative

FILE JACKET CHECK LIST

COOPERATIVE EDUCATION

SEMESTER & YEAR _____

HOME PHONE _____

BUSINESS PHONE _____

_____ APPLICATION

_____ AGREEMENT SIGNED

_____ SPECIAL ASSIGNMENTS

_____ _____

_____ EMPLOYER EVALUATION OF STUDENT

Comments:

_____

_____

_____

_____

_____ Units Completed

_____ Final Grade

UNIVERSITY OF CALIF.
LOS ANGELES

JUL 16 1976

CLEARINGHOUSE FOR
JUNIOR COLLEGES

CLASS MEETINGS

1 _____	7 _____	13 _____
2 _____	8 _____	14 _____
3 _____	9 _____	15 _____
4 _____	10 _____	16 _____
5 _____	11 _____	17 _____
6 _____	12 _____	18 _____

NOTE: The printed matter on this sheet is in practice printed on the outside cover of a 8½ x 13 manila file folder, which is used as a personal file for each Cooperative Education student.